

Brickyard News

Special points of interest:

- Personnel Updates
- Replace those Tags
- MV-2 Reminder
- From the Auditors
- Creating a Transfer by Filter
- Mandatory Titles

Training Dates

Training has been set for April 18th & 19th. Please see our website for times and registration information.

<http://www.doa.louisiana.gov/lpaa/training.htm>

Auction Information

The next auctions will be on April 14th and May 12th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

LPAA Personnel Updates

Checkout the Changes!

Recent Retirees-Warehouse Manager—Louvenia Johnese, Administrative Assistant—Dee Dee Abadie, Administrative Coordinator—Hazel Peterson, Administrative coordinator—Pat Breaux

Latest Additions to LPAAI!

Compliance Manager— Michael Ristroph has joined us from LFPAA as the new Compliance Manager. His contact information is 225-342-3491 or Michael.Ristroph@la.gov.

Program Manager (warehouse)— With the retirement of Mrs. Lou, Tod Howard has moved up. His contact information is 225-342-6865 or Tod.Howard@la.gov. If Tod has moved up that means . . . we have a new . . .

Manager (warehouse)— Israel Hurts is the person that you will see out in the warehouse these days. His contact information is 225-342-3405 or Israel.Hurts@la.gov.

Compliance Officer— Shannon Forbes Rushing has moved from Administrative Program Specialist to become our newest Program Compliance Officer. Her contact information is 225-342-6858 and email is Shannon.Rushing@la.gov.

Administrative Program Specialist— Whitney Williams has returned to us and is the new AMS Help Desk! She is working to become the resident expert in AMS. Her contact information is 225-342-6853 or Whitney.Williams@la.gov.

Replace those Tags

Unreadable and Missing Property Tags

According to LAC 34:VII.309, each item which meets the definition of items of property to be inventoried must be identified with an identification tag approved by the commissioner of administration. In addition to the initial tagging process, as tags age and become unreadable or are inadvertently removed, they must be replaced. Agencies shall submit their requests for white tags directly to LPAAI. The Request Property Tags form can be downloaded from the LPAAI website at <http://www.doa.louisiana.gov/lpaa/onlineforms.htm>. White tag requests should be submitted by fax at (225) 342-6891 or emailed to your compliance officer.

In addition to the standard white tag, some agencies prefer to utilize different colors. This change in color may be to identify items purchased with specific funds or possibly a different location. Whatever the reason, they are available and are now being printed by the Central Louisiana Technical College— Huey P. Long Campus. Requests should be sent directly to Leah Carpenter. She would prefer to receive requests via email or fax, but mail is permissible. If you have questions regarding the ordering or printing of color tags you may contact Leah directly. When ordering color tags the same form is utilized as with white tags and can be located at the address found above. Remember, a mailing label in the place of a state tag is not acceptable.

Contact Information for **Color** Tags:

Central Louisiana Technical College—
Huey P. Long Campus
Leah Carpenter
303 South Jones Street
Winnfield, LA 71483
LCARPENTER@CLTC.EDU
Phone (318) 628-4342
Fax (318) 628-7768



Reminder . . . Reminder . . . Reminder . . .

MV-2s will be due soon on the New MV-2 Form



The LAC 34:XI Fleet Management Regulations state:

“Annually, it shall be the responsibility of the agency transportation coordinator to insure that a Home Storage Agreement form (DOA form MV-2) is completed and forwarded to the state fleet manager by **May 1** and is signed and approved by the commissioner in order to continue home storage into the new fiscal year beginning July 1. Any home storage approved by the commissioner during the year **shall expire June 30** and renewal will require submission of a Home Storage Agreement (DOA form MV-2) as described above.” *Please keep in mind* LPAA has **published a new DA 5210 Request for Personal Assignment and/or Home Storage of State-Owned Vehicle form**. Also known as the MV-2. **All Fiscal Year 2012-2013 submissions for personal assignment or home storage (new or update) will require utilization of the new form that has a revision.** The form is located at the Online Forms page on the LPAA website or go directly to <http://www.doa.louisiana.gov/lpaa/forms/form-mv2%20.pdf>.

In addition, completing the electronic request portion in the Asset Management System is still required. Please ensure that all necessary steps have been completed before the May 1st deadline. Fiscal year 2012-2013 submissions completed on the old form will be returned to the requesting agency. Updates and submissions for the remaining Fiscal year 2011-2012 will be accepted on the old form.

Please contact Rick Janis, Fleet Manager, at 225-342-6855 or by email at richard.janis@la.gov for further information.

From the Auditors

Importance of Updating Information in AMS

The program compliance officers have requested that we share with you the importance of updating information in the Asset Management System and utilizing certain fields to your benefit. Updating **Locations** and **Persons Responsible** information can be quite beneficial when tracking assets. As you know, the compliance officers are presently conducting property and fleet audits across the state. Part of this process involves conducting a physical audit of movable property. This is much more easily accomplished when information in AMS is current. If property is not found in the location entered in AMS, it may result in a finding when audit results are published.

Locating both the Person Responsible list and the Locations list in AMS

After logging into the Asset Management System click Contacts then Agencies. Enter your agency number or name and click Search. You should see your agency number and name. Click on the pencil icon next to your agency and scroll down to Locations or Persons Responsible. Click on the plus sign (+) next to the one that is applicable. The first fifteen will be visible and **Next** should be clicked to obtain the next fifteen and so on. If you would like to view all of them at once, click **Download**. This feature will export your current list into an excel document.

To **Add** a new **Location** or **Persons Responsible**— Scroll down to the bottom of the list and select **Add Location** or **Add Person Responsible**. This will bring up a window with a space to add the appropriate information. Click **Save** and the list will be updated.

To **Delete**— Click on the pencil next to the **Location** or **Persons Responsible** to be deleted. A window will open that includes the selected item. Click **Delete** in the box that pops up and the item will be removed from the list. The system will not permit you to delete a **Location** or **Persons Responsible** if there are assets attached.

To **Update** a **Location** or **Persons Responsible**— Click on the pencil next to the **Location** or **Persons Responsible** to be updated. A window will open that includes the selected item. Highlight the **Location** or **Persons Responsible** and type in the new information. Click **Save**. This will update all assets that are associated with the updated selection. An excellent use for this function would be if all assets associated with a particular location were moved to an entirely new location. The **update** choice allows the property manager to update all assets assigned to the old location into the new location with one action. This would work the same for person responsible. If someone were to retire and a new person be hired, simply update the person responsible to reflect the new employee information. All assets originally attached to the retiring person's name have now been attached to the new employee. Just remember, this only works if the person responsible or the location that is being added is not already in AMS. It must be unique.

How to Create a Transfer by Filter

Creating a transfer by filter is an easy way to create bulk transfers, like 3rd year discrepancies. In a few simple steps you can set all your assets on one transfer within minutes. This function may be utilized whether it is a transfer, surplus or disposal.

Log into **AMS** and generate the appropriate transfer, surplus or disposal. Under **Add Asset** click on **Transfer by Filter** which will enable you to set your filters to select a specific group of items. Once the filters are set to your requirements, click on **Preview Results**. This will give you a chance to go over the assets that you have selected to add. If you are satisfied with the selection, click **Add to Transfer**. All assets within the parameters of the set filters will now be added to the transfer and you are brought back to the detail page.

It is on the **Detail** page that the option is provided to remove assets.

If you wish to remove the assets from the transfer click **Remove Asset**. Adjacent to **Asset to Remove**, click on the drop down menu and select the asset you want removed. A pop-up menu will then appear asking for confirmation. Please remember that if you change your mind and decide to remove assets, they must be removed **one at a time**. The compliance section at LPAA is available to help you create a transfer by filter if you need us.

InCircuit Powered by AssetWorks Home Help Support Sign Out

Home Assets Contacts Transfers Disposals Counter Sales Live Auction Approvals Users Admin Reports

View Reports Create New Report

Transfer by Filter

Edit Filter Filter

Filter Column	Filter Operator	Filter Expression
Status	equals	ACTIVE
Agency Number	equals	24821
Acquisition Cost	less than	1200
Class Code	contains	computer

1 - 4

Add Filter Row Delete Filter Row(s) Preview Results

TLOHMAN / LA

No Excuses! Mandatory Titles

There is a growing concern about agencies not having appropriate titles. Some agencies are not ensuring that every vehicle, mobile home, boat trailer, utility trailer, homemade shop trailer, ATV, UTV or anything else that requires a title has one. Please understand that having a title for these items is **MANDATORY**. If your agency does not have a title for one or more of the items listed above, a duplicate title must be obtained and housed in the office. Compliance officers are being required to aggressively examine whether agencies have a title for every item that requires one. Please double check your files and be sure that each titled item has an original title in the file. The manufacturer's Statement of Origin is not a title and will not be accepted in the place of one. Also, please remember that even if you are requesting to have an item approved for scrap it is still a requirement to provide proof of a title or proof that an attempt to obtain one was made.

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to whitney.williams@la.gov.

